

CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Monthly Protocol Account Report

MEETING DATE: January 16, 2002

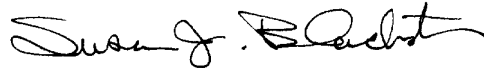
PREPARED BY: City Clerk

RECOMMENDED ACTION: None required, information only.

BACKGROUND INFORMATION: The City Council, at its meeting of July 19, 2000, adopted Resolution No. 2000-126 approving a policy relating to the City's "Protocol Account." As a part of this policy, it was directed that a monthly itemized report of the "Protocol Account" be provided to the City Council.

Attached please find the cumulative report through December 31, 2001.

FUNDING: None required.



Susan J. Blackston
City Clerk

SJB/jmp

Attachment

APPROVED: _____
H. Dixon Flynn -- City Manager

PROTOCOL ACCOUNT SUMMARY
Cumulative Report
July 1, 2001 through December 31, 2001

Date	Vendor	Description	Amount	Balance
				<i>Starting Bal.</i> <i>\$22,000.</i>
07/17/01	Lodi Flower	Hank Graves Memorial Service Wreath (purchased by the City Manager's Office)	328.95	
07/25/01	Lodi Library Foundation	Fundraiser Dinner 9/29/01 – Table for eight (expenditure directed by City Manager)	400.00	
08/03/01	Staples	8/23 Volunteer Recognition Dinner – Program Paper	96.65	
08/03/01	Arthur's Party World	8/23 Volunteer Recognition Dinner – Shredded Iridescent Paper for Table Decoration	23.65	
08/08/01	Village Flowers	Funeral Arrangement for Tony Goehring's father	60.15	
08/08/01	Staples	8/23 Volunteer Recognition Dinner – Invitation Paper	29.51	
08/13/01	Ross	8/23 Volunteer Recognition Dinner – Grape Plates x 4 for Registration Table	15.01	
08/17/01	Port City Floral Wholesale	8/23 Volunteer Recognition Dinner – Grapes / Table Decorations	72.00	
08/18/01	Michael's	8/23 Volunteer Recognition Dinner – Foil Doilies for Table Decorations	24.09	
08/21/01	Village Flowers	Get Well Arrangement for Police Partner Margie Buck	44.03	
08/21/01	Port City Floral Wholesale	8/23 Volunteer Recognition Dinner – Grapes / Table Decorations	94.70	
08/23/01	Hutchins Street Square	8/23 Volunteer Recognition Dinner – Security, 3 guards x 4.5 hrs.	180.00	
08/23/01	Gary's Signs	Two City Council reusable banners for Grape Festival Parade Vehicle	339.55	
08/23/01	Village Flowers	8/23 Volunteer Recognition Dinner – Head Table Floral Arrangement	97.78	
08/23/01	A Touch of Mesquite	8/23 Volunteer Recognition Dinner – Catering Service Balance of Cost (Note: Paid \$4,287.50 advance on 6/28/01)	1,225.00 * -931.00 (38 guests of honorees pd) Bal. \$294.00	

08/23/01	Lodi Visitor's Center	8/23 Volunteer Recognition Dinner – Guest Speaker Gift	79.55	
08/24/01	* Deposit to Protocol Account	8/23 Volunteer Recognition Dinner – 38 Guests of Honorees x \$24.50		+ 931.00
09/06/01	Carrot Top Industries	250 U.S. Flags for Grape Festival Parade	90.00	
09/07/01	Walgreens	8/23 Volunteer Recognition Dinner – Candy for registration desk	15.00	
09/24/01	Lakewood Drugs	City of Lodi Afghan – Gift to thank Sister City for preliminary arrangements toward visit that was canceled (also sent wine)	60.15	
09/24/01	Mail Boxes, etc.	Packaging for gift to Japan	22.16	
09/24/01	U.S. Post Office	Mailing package to Japan	56.55	
10/03/01	Village Flowers	Funeral arrangement for family of Gerald Hughes	60.15	
10/04/01	Costco	Refreshments for 9/19 Lodi Lake Phase I Dedication	146.64	
10/04/01	Guiffra's	Rental of tables and chairs for 9/19 Lodi Lake Phase I Dedication	136.00	
10/05/01	Smart & Final	Table coverings & candy for 9/30 Celebration on Central Event	47.84	
11/13/01	Longs	Town Hall meeting 10/25/01—Water experts guest speakers gifts	129.43	
11/20/01	Gary's Signs	Two 3x5' reusable vehicle banners for Mayor	339.55	
11/20/01	Wine Country Catering	12/5/01 City Council annual reorganization reception	850.00	
11/21/01	Sweet Express	50% advance for 12/2/01 Katzakian Park Dedication catering service	350.00	
11/26/01	Travis Catering	12/12/01 annual employee recognition holiday open house – catering service	809.48	
11/27/01	Lasting Impressions	Outgoing Mayor and Community Service Awards	202.15	
12/06/01	Touch of Mesquite (Catering Services)	11/29/01 Special City Council Luncheon meeting with Senator Poochigian	829.90	
12/11/01	Staples (reimbursement to Jennifer Pinnell)	12/02/01 Katzakian Park Dedication – film, batteries, invitations	18.45	
12/11/01	Sweet Express	12/02/01 Katzakian Park Dedication – Balance of catering service	375.62	
12/11/01	Longs	12/5/01 City Council annual reorganization reception – two candles and wreaths	15.01	

12/11/01	Rollin in Dough	12/12/01 annual employee recognition; off-site facility employees (19 dozen cookies)	183.00	
12/11/01	Gallery Cards	City employee Christmas cards from Council	472.63	
12/27/01	Lakewood Liquors (reimbursement to Jackie Taylor)	12/5/01 City Council annual reorganization reception – Ice	5.00	
			<i>Total Expenditures:</i> (\$8,325.33)	<i>Ending Bal.</i> \$13,674.67